



IC Memorandum 13-11

To: KEHP Insurance Coordinators

From: Department of Employee Insurance (DEI)

Re: FSA/HRA NQE Letters

Date: April 11, 2013

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: kehpn.ky.gov

Letters were mailed to all KEHP members who have FSA and/or HRA claims from Plan Years 2009, 2010, 2011, and 2012 that are unsubstantiated or are from non-qualified expenses (NQEs).

Members have until **May 3, 2013** to provide adequate documentation or repayment for each unsubstantiated or ineligible expense to Humana. The attached FAQ document provides details about the substantiation process.

If you or your employees have any questions regarding this process and the letter they received, you should contact the Humana Spending Account Administration team at 800-819-6204.

